

MILPERSMAN 1301-204

OFFICER SPECIAL ASSIGNMENTS - CAPTAIN ASSIGNMENTS

Responsible Office	CNO (N131)	Phone:	DSN	223-2303
			COM	(703) 693-2303
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1. Policy.

a. All 0-6 billets that require formal multi-name nomination packets forwarded to the receiving command by Navy Personnel Command (NAVPERSCOM) will include qualified minority officers.

b. Any package not including minority officers, will list those minority officers considered with reasons for exclusion in the accompanying memorandum.

2. Nomination Preparation

a. To standardize captain nominations for outside Navy activities, the format in Exhibit 1 will be utilized.

b. The nominations are drafted in the smooth by the applicable detailer and forwarded for signature to the division director having placement cognizance for the recipient of the nomination.

Exhibit 1

STANDARDIZED FORMAT FOR CAPTAIN NOMINATIONS

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055

Subject to your concurrence, it is proposed to order Captain _____ to duty on your staff as _____ as a relief for Captain _____. Captain _____ is currently serving as _____ and will be available to report in _____. A copy of his/her Career Brief is attached for information.

NOMINEE:

TO RELIEVE:

EDA:

TOUR:

POSITION:

REQ NO.:

DATE AND PLACE OF BIRTH:

SECURITY INFORMATION:

EDUCATION:

MILITARY BACKGROUND:

WARFARE SPECIALTY:

COMMAND EXPERIENCE:

STAFF EXPERIENCE:

SERVICE SCHOOLS ATTENDED:

SUBSPECIALTIES:

PREVIOUS DUTY STATIONS (Last 6 duty stations):

PERIOD	ACTIVITY/POSITIONS	REPORTING SENIOR
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YEAR GROUP:

DATE OF PRESENT RANK:

SUMMARY: